

# DIRECT DEPOSIT FOR TRAVEL AND OTHER EMPLOYEE PAYMENTS

## INSTRUCTIONS FOR PROCESSING FEDERAL EMPLOYEE PAYMENTS

Use: For processing Federal employee payments associated with Federal employment (i.e., travel reimbursement).  
Employee must complete and sign form and return to Travel Group, Room 201.

<b>1. EMPLOYEE INFORMATION</b>	
(SSN) EMPLOYEE PAYROLL IDENTIFICATION NUMBER _____	
EMPLOYEE NAME (as on payroll records) _____ (Last, First, Initials)	
TELEPHONE NUMBER (WORK) _____ (HOME) _____	
<b>2. TYPE OF ACCOUNT</b> <input type="checkbox"/> Checking  <input type="checkbox"/> Savings	<b>3. DIRECT DEPOSIT ACCOUNT INFORMATION NET PAY/TRAVEL/OTHER-</b> A voided personal check/sharedraft may be attached in lieu of completing this section. See instructions at the bottom of this form.  3a. ROUTING TRANSIT NUMBER _____  3b. ACCOUNT NUMBER _____  3c. ACCOUNT TITLE _____ (Account Holder's Name)  3d. FINANCIAL INSTITUTION NAME _____ _____ (City) (State) (ZIP Code) (Phone)
<b>TYPE OF PAYMENT</b> <input type="checkbox"/> Travel advances, reimbursements, and employee payments other than payroll.	
<b>4. AUTHORIZATION</b>  _____ EMPLOYEE'S SIGNATURE  _____ DATE	
<b>PRIVACY ACT STATEMENT</b> The collection of the information you are requested to provide on this form is authorized under 31 CFR 209 and/or 210. The information is confidential and is needed to provide entitlement to payments. The information will be used to process payment data from the Federal agency to the financial institution and/or its agent.	
<b>INSTRUCTIONS FOR PROCESSING DIRECT DEPOSIT AUTHORIZATION</b>	
<b>PURPOSE</b> You may use this form to provide instructions for processing your travel reimbursement. You may also use this form to provide instructions for processing other employee reimbursements or advances.	
<b>1. EMPLOYEE INFORMATION</b> (Always complete this section).	
<b>2. TYPE OF ACCOUNT</b> (Put an "X" in the appropriate space to indicate a checking or savings account.)	
<b>3. DIRECT DEPOSIT ACCOUNT INFORMATION</b>  3a. ROUTING TRANSIT NUMBER (Your financial institution's 9-digit routing number (RTN) can be obtained from the financial institution or found on the bottom of a check.)  * If your check or sharedraft includes "payable through" under the bank name, contact the financial institution to help obtain the correct Routing Transit Number for Direct Deposit processing.  3b. ACCOUNT NUMBER (Your account number at your financial institution)  3c. ACCOUNT TITLE (The depositor's name on the account at the financial institution)  3d. FINANCIAL INSTITUTION NAME (The name, address, and phone number of the institution to which payments are to be directed)	
<b>4. AUTHORIZATION</b> Sign and date the request form after you have carefully read the instructions and Privacy Act Statement.	
<b>CHANGES AND CANCELLATIONS - Contact your Travel Group</b>	